

# INSTRUCTIONS FOR COMPLETING A REPORT OF WASTE DISCHARGE

## FOR

## EXISTING MILK COW DAIRIES

### INTRODUCTION

A Report of Waste Discharge (ROWD) consists of a ROWD Form and the appropriate annual fee as required by California Water Code Section 13260. Section 13260 states that any person discharging or proposing to discharge waste that could affect the quality of the waters of the state (surface water or groundwater), other than those discharges into a community sewer system, shall file a ROWD containing information which may be required by the appropriate Regional Water Quality Control Board (Regional Board).

### INSTRUCTIONS

These instructions are intended to help you, the discharger, complete the attached ROWD Form. **Please type or print clearly when completing the form.** Send the completed and signed ROWD Form along with the required annual fee to the Regional Board office covering your county. An annual fee schedule is attached to the ROWD Form. A list of Regional Board locations and addresses, Regional Board staff and telephone numbers, and the counties each office serves is provided on page 4 of these instructions.

If you have any questions on the completion of the ROWD form, you may get assistance from the California Dairy Quality Assurance Program and dairy industry associations, which will be holding meetings to help you through this process. Meeting dates and locations are being scheduled for your area. Please be sure to frequently check our website: [http://www.swrcb.ca.gov/rwqcb5/available\\_documents/index.html#confined](http://www.swrcb.ca.gov/rwqcb5/available_documents/index.html#confined), and with your trade association, University of California Cooperative Extension and the California Dairy Quality Assurance Program. You may also contact your Regional Board representative (see page 4 of these instructions) or refer to our *Frequently Asked Questions* webpage:

[http://www.swrcb.ca.gov/rwqcb5/available\\_documents/index.html#confined](http://www.swrcb.ca.gov/rwqcb5/available_documents/index.html#confined)

### DAIRY FACILITY INFORMATION

This portion of the ROWD Form describes the dairy facility location and identifies the owners, operators, and the person(s) you would like to receive Regional Board correspondence. Please attach additional sheets if necessary.

**A. NAME OF DAIRY OR BUSINESS OPERATING THE DAIRY FACILITY:**

Provide the legal name and physical location (address), including the county, of the Dairy Facility. Do not use P. O. Box numbers! If no address exists, use a street name, and nearest cross streets. Include the County Assessor parcel numbers for the facility as well as the County Assessor parcel numbers for all cropland owned or

under your control that currently receives animal waste or where animal waste may be applied in the future. The parcel number may be located by looking at your property tax form or from your county assessor's office. If you operate more than one dairy, you will need to submit a completed and signed ROWD Form and annual fee for each dairy's location.

- B. NAME OF OPERATOR(S) OF THE DAIRY:** Include the name(s), phone number(s) and address(es) of the operator(s) of the dairy facility.
- C. NAME OF LEGAL OWNER OF THE DAIRY PROPERTY:** If the legal owner(s) of the dairy property is (are) different from the operator described in "B" above, please include the name of the legal property owner(s), address(es), and the contact person and phone number.
- D. PERSON TO RECEIVE REGIONAL BOARD CORRESPONDENCE:** Use a check mark to indicate whether correspondence should go to the owner, operator, or both. Both owners and operators will be responsible for complying with Regional Board requirements related to the dairy and associated cropland.

### **SIZE OF THE DAIRY OPERATION**

**A. NUMBER OF ANIMALS:**

Provide information on the number of each type of animal that you currently have at your dairy. Provide the maximum number of mature cows, including milking and dry, which have been held at your dairy during the last 12-month period. Use the following definitions to make your assessment:

Milk Cows- Mature animals that are in the production line or string.

Dry Cows- Mature animals that are not being milked and are separated from the milking line or string.

Heifers- Cows greater than 400 pounds in weight that have not yet started producing milk.

Calves- Cows up to 400 pounds in weight.

**B. OTHER TYPES OF COMMERCIAL ANIMALS:**

Indicate the number, type, and breed of other types of animals (other than dairy cows, i.e., chickens, sheep, goats, horses, etc.) that are raised for commercial purposes at your facility during the last 12-month period.

### **WASTE PRODUCTION AND REUSE**

**A. WASTE GENERATION**

Provide an estimate of the amount of new wastewater that is generated daily through washing, flushing, and other operations at the facility. Do not include recycled wastewater.

**B. WASTE REUSE**

Indicate if you are applying any of the byproducts of your dairy production to cropland under your ownership or control. This includes: (1) wastewater, (2) solid manure and/or bedding, and (3) biosolids, whey or other wastes. Indicate the total number of acres of cropland to which wastewater and/or solid manure and bedding is applied, and the crops grown on the land. In addition, also indicate for each category of waste whether the cropland has a tailwater return system

**C. WASTE REMOVAL**

Indicate if you transfer some or all of your solid manure and bedding to other persons and, if so, approximately how much is transferred annually.

**ADDITIONAL INFORMATION**

**A. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL INDUSTRIAL STORM WATER PERMIT**

Indicate if you have submitted a Notice of Intent (NOI) to comply with the State Water Resources Control Board's NPDES General Industrial Storm Water Permit. Dairies covered by this Permit pay an annual fee and submit annual monitoring reports. The Regional Board contacts listed on page 4 of these instructions can assist you in determining whether your dairy is covered by this Permit.

**B. CALIFORNIA DAIRY QUALITY ASSURANCE PROGRAM**

Indicate if your dairy is certified under the California Dairy Quality Assurance Program's Environmental Stewardship Module and, if so, the date of certification.

**C. EMERGENCY RESPONSE PLAN**

Indicate if you have a written emergency response plan for your dairy. An emergency response plan outlines the steps that will be taken to contain and manage any spill of wastewater to prevent it from entering surface water. It also addresses management of wastewater at times when the storage lagoon is full.

**D. PREVIOUS SUBMITTAL OF REPORT OF WASTE DISCHARGE**

Indicate if you have previously submitted a report of waste discharge for the dairy location specified on this form and if so, the date of submittal and the name the report of waste discharge was submitted under.

**CERTIFICATION**

Certification by both the owner and operator of the facility is required. The appropriate persons must sign the ROWD form. Acceptable signatures are:

1. **for a corporation**, a principal executive officer of at least the level of senior vice-president;
2. **for a partnership or individual (sole proprietorship)**, a general partner or the proprietor;

3. **for a governmental or public agency**, either a principal executive officer or ranking elected/appointed official.

### **SUBMITTAL**

Mail the completed ROWD Form and annual fee to the Regional Board office that serves the county where your dairy is located.

For dairies in Butte, Lassen, Modoc, Plumas, Tehama, and Shasta counties:

California Regional Water Quality Control Board  
Central Valley Region  
415 Knollcrest Drive, Suite 100  
Redding, CA 96002  
Attention: Confined Animal Regulatory Unit

Contact person is Mary Randall:      Phone: (530) 224-4860  
E-mail: [mrandall@waterboards.ca.gov](mailto:mrandall@waterboards.ca.gov)

For dairies in Glenn, Lake, Colusa, Sutter, Yuba, Sierra, Nevada, Placer, El Dorado, Napa, Yolo, Solano, Sacramento, Amador, Calaveras, Contra Costa, San Joaquin, Alameda, Stanislaus, Tuolumne, Merced counties:

California Regional Water Quality Control Board  
Central Valley Region  
11020 Sun Center Drive #200  
Rancho Cordova, CA 95670-6114  
Attention: Confined Animal Regulatory Unit

Contact person is Charlene Herbst:      Phone: (916) 464-4724  
E-mail: [cherbst@waterboards.ca.gov](mailto:cherbst@waterboards.ca.gov)

For dairies in Fresno, Kern, Kings, Madera, Mariposa, and Tulare counties:

California Regional Water Quality Control Board  
Central Valley Region  
1685 E Street  
Fresno, CA 93706-2007  
Attention: Confined Animal Regulatory Unit

Contact person is David Sholes:      Phone (559) 445-6279  
E-mail: [dsholes@waterboards.ca.gov](mailto:dsholes@waterboards.ca.gov)

Check out our *FREQUENTLY ASKED QUESTIONS* webpage at:  
[http://www.swrcb.ca.gov/rwqcb5/available\\_documents/index.html#confined](http://www.swrcb.ca.gov/rwqcb5/available_documents/index.html#confined)